



NASA Procedural Requirements

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Chapter 6: Charters for NASA Councils, Committees, Boards, and Panels

6.1 NASA Charters

Charters establish councils, boards, committees, and panels mandated by statute, the NASA Administrator, or Officials-in-Charge of Headquarters Offices. To the extent that a group is established by law, directive, or other authority, the charter cites specific authority.

Council, board, committee, and panel chairs shall ensure meeting preparation, efficiency, and follow up on actions. Members are expected to attend and participate in scheduled meetings. The respective charters shall have provisions for sunset dates and periodic critical assessments of performance.

6.1.1 Councils

Councils will only be established in areas of Agencywide (corporate) significance, supporting topics with responsibilities that cross several organizations. The activities addressed by a council will warrant Chief or Associate/Assistant Administrator-level participation. Councils will be chaired by Officials-in-Charge of Headquarters Offices.

6.1.2 Boards

Boards will only be established in areas of Agencywide (corporate) significance, supporting topics with responsibilities that cross several organizations. The activities addressed by the board will warrant Deputy Chief or Deputy Associate/Assistant Administrator-level participation.

6.1.3 Committees and Panels

Committees and panels will only be established as supporting activities for councils and boards, or to address significant topics as requested by Mission Directorates or Mission Support Offices and will still require Associate/Assistant Administrator or Deputy Associate/Assistant Administrator-level participation.

6.2 Federal Advisory Committee Act (FACA) Committees

In 1972, the Federal Advisory Committee Act (FACA) (5 U.S.C. Appendix 1) was enacted by Congress. FACA sets strict Governmentwide requirements for the establishment, operation, oversight, and termination of any group established by the Government for the purpose of providing advice to the Government and which includes any non-Government employees in its membership.

NASA currently has 26 full Federal Advisory Committees. Many of these committees in turn have subcommittees and task forces. The charters for NASA's advisory committees are maintained and renewed in accordance with the procedures stipulated in FACA and in 41 CFR Subpart 101-6.10.

FACA requires a Committee Management Officer at each agency to provide management oversight of its respective advisory committees, ensure agency compliance with FACA provisions, and administer the chartering process. Governmentwide oversight of FACA committees is provided by the U.S. General Services Administration (GSA).

Unless the renewal of a committee charter is justified under the FACA, the charter automatically expires after a 2-year period (or as otherwise provided by law).

The 26 NASA-chartered Federal Advisory Committees are shown below with their GSA advisory committee numbers and the responsible NASA offices.

Committee	GSA No.	Responsible Office
Aerospace Safety Advisory Panel (ASAP)	136	Office of the Chief Safety and Mission Assurance Officer
Return to Flight Task Group (RTF)	16600	Space Operations Mission Directorate
Summit Industry Panel 2005	22800	Space Operations Mission Directorate
Robotic and Human Exploration of Mars Strategic Roadmap Committee	22871	Advanced Planning and Integration Office
Solar System Exploration Strategic Roadmap Committee	24623	Advanced Planning and Integration Office
Search for Earth-Like Planets Strategic Roadmap Committee	24624	Advanced Planning and Integration Office
Exploration Transportation System Strategic Roadmap Committee	24625	Advanced Planning and Integration Office
International Space Station Strategic Roadmap Committee	24626	Advanced Planning and Integration Office
Space Shuttle Strategic Roadmap Committee	24627	Advanced Planning and Integration Office
Universe Exploration Strategic Roadmap Committee	24628	Advanced Planning and Integration Office
Earth Science and Applications from Space Strategic Roadmap Committee	24629	Advanced Planning and Integration Office
Sun-Solar System Connection Strategic Roadmap Committee	24630	Advanced Planning and Integration Office
Aeronautical Technologies Strategic Roadmap Committee	24631	Advanced Planning and Integration Office
Education Strategic Roadmap Committee	24633	Advanced Planning and Integration Office
Nuclear Systems Strategic Roadmap Committee	24632	Advanced Planning and Integration Office
Robotic and Human Lunar Exploration Strategic Roadmap Committee	24622	Advanced Planning and Integration Office
NASA Advisory Council (NAC)	1071	Office of External Relations

Full Committees of the NASA Advisory Council:		
Aeronautics Research Advisory Committee (ARAC)	1065	Aeronautics Research Mission Directorate
Earth System Science and Applications Advisory Committee (ESSAAC)	1805	Science Mission Directorate
Minority Business Resource Advisory Committee (MBRAC)	24	Office of Small and Disadvantaged Business Utilization
Space Science Advisory Committee (SScAC)	1073	Science Mission Directorate
Planetary Protection Advisory Committee (PPAC)	10722	Science Mission Directorate
Aerospace Medicine and Occupational Health Advisory Committee (AMOHAC)	13848	Office of the Chief Health and Medical Officer
Education Advisory Committee (EAC)	16615	Office of the Chief Education Officer
Exploration Systems Advisory Committee	22802	Exploration Systems Mission Directorate
Financial Audit Advisory Committee	22801	Office of the Chief Financial Officer

Charters for these committees are kept by the NASA Advisory Committee Management Officer, Office of External Relations, NASA Headquarters.

6.3. NASA Strategic Planning Council

6.3.1 PURPOSE

The NASA Strategic Planning Council (the "Council") serves as NASA's senior decision-making body for Agency strategic direction and planning. The Council provides systematized and integrated strategic direction and planning to all NASA Headquarters directorates and offices for implementation.

6.3.2 APPLICABILITY/SCOPE

6.3.2.1 This charter applies to NASA Headquarters and NASA Centers, including Component Facilities.

6.3.2.2 The scope of the Council encompasses all activities conducted by NASA, including robotic and human exploration, observation and study of the universe and our solar system including planet Earth, aeronautics, and development of all required capabilities and technologies.

6.3.3 AUTHORITY

42 U.S.C. 2473(c)(1), Section 203(c)(1) of The National Aeronautics and Space Act of 1958, as amended.

6.3.4 FUNCTIONS

6.3.4.1 Specific Council activities include:

- a. Defining the Agency's vision and mission.
- b. Developing NASA strategic direction, goals, and policies.
- c. Providing top-level guidance for the formulation of a NASA Strategic Plan.
- d. Guiding development, review, and approval of an integrated Agency Strategic Plan and its associated near-term tactical plans.

- e. Reviewing and approving Agency-level requirements for all NASA programs.
- f. Approving the overall Agency budget and performance plans.
- g. Reviewing and approving major new initiatives.
- h. Approving metrics for measuring the Agency's progress toward its goals.
- i. Serving as the senior forum for decisions on all strategic Agency-level issues.

6.3.4.2 The NASA Administrator appoints a Director of Advanced Planning to facilitate the assessment, analysis, and preparation for decision-making on all matters considered by the Council. In particular, the Director of Advanced Planning facilitates the preparation and integration of all elements of the Agency Strategic Plan.

6.3.5 MEMBERSHIP

6.3.5.1 The membership of the Council shall include the following positions:

- a. Administrator (Chairperson)
- b. Deputy Administrator
- c. Associate Deputy Administrator for Systems Integration
- d. Mission Associate Administrators
- e. Associate Administrator for Institutions and Management
- f. Director, Advanced Planning (ex officio)
- g. Chief of Strategic Investments (ex officio)
- h. Exploration Chief Scientist (ex officio)

6.3.5.2 The Chief of Staff serves as the Executive Secretary of the Council and facilitates the activities of the Council, coordinates meeting agendas, distributes minutes, and ensures that information required for Council deliberations is distributed to the members on a timely basis.

6.3.6 MEETINGS

The Council meets twice each month for regular sessions and as necessary for emergent, time critical matters.

6.3.7 DURATION

The Council will remain in existence indefinitely.

6.3.8 ASSESSMENT

The Council provides assessment of its performance through required reporting of accomplishments to the Office of Management and Budget and the Congress.

6.3.9 RECORDS

The Executive Secretary is responsible for the maintenance of all records associated with the Council, including this charter.

6.4 NASA Operations Council

6.4.1 PURPOSE

6.4.1.1 The NASA Operations Council serves as NASA's senior decision-making body for integrated Agency tactical and operational activities, ensuring timely and effective implementation of the long-term strategies approved by the NASA Strategic Planning Council. The Operations Council provides direction to all NASA Headquarters directorates and offices for implementation. The scope of the Operations Council encompasses all activities conducted by NASA.

6.4.2 APPLICABILITY/SCOPE

This charter applies to NASA Headquarters and NASA Centers, including Component Facilities.

6.4.3 AUTHORITY

42 U.S.C. 2473(c)(1), Section 203(c)(1) of The National Aeronautics and Space Act of 1958, as amended.

6.4.4 FUNCTIONS

6.4.4.1 Specific Operations Council activities include:

- a. Ensuring implementation of Agency policies and establishment of plans necessary to achieve strategic goals and objectives.
- b. Establishing Agency-level requirements and implementing configuration control for all Agency-level and Directorate-level requirements for major Agency programs.
- c. Establishing an integrated set of metrics for approval by the Strategic Planning Council to measure the Agency's progress toward its goals. When necessary, identifying corrective actions to address areas of poor performance.
- d. Providing a venue for receiving progress reports from the Chairs of the Agency Program Management Committee and the Institutional Committee on status of integrated metrics.
- e. Serving as the forum within which key Agency-level integrated tactical and operational concerns can be discussed and resolved.

6.4.4.2 The Associate Administrator for the Office of Institutions and Management will coordinate the assessment, analysis, and preparation for decision-making on matters considered by the Council.

6.4.5 MEMBERSHIP

6.4.5.1 The membership of the Operations Council shall include the following positions:

- a. Deputy Administrator (Chairperson)
- b. Associate Deputy Administrator for Systems Integration
- c. Chief of Staff
- d. Mission Associate Administrators
- e. Associate Administrator for Institutions and Management
- f. Chief Safety and Mission Assurance Officer
- g. Chief Education Officer
- h. Chief Financial Officer
- i. Chief Health and Medical Officer
- j. Chief Scientist
- k. Chief Engineer
- l. Chief of Strategic Communications
- m. Chief Information Officer
- n. General Counsel
- o. Deputy Chief Financial Officer for Resources (Comptroller)
- p. Assistant Deputy Administrator for Internal Operations (ex officio)

6.4.5.2 The Executive Secretary of the Operations Council will facilitate the activities of the Council, coordinate meeting agendas, distribute minutes, and ensure that information required for Council deliberations is distributed to the members on a timely basis.

6.4.6 MEETINGS

The Operations Council will meet weekly, and special sessions will be scheduled as necessary for emergent, time critical matters. Actions will be tracked via the correspondence management and action tracking system.

6.4.7 DURATION

The Operations Council will remain in existence indefinitely.

6.4.8 ASSESSMENT

The Operations Council will provide an annual report of accomplishments to the NASA Strategic Planning Council for assessment of performance.

6.4.9 RECORDS

The Executive Secretary is responsible for the maintenance of all records associated with the Operations Council,

including this charter.

6.5 Institutional Committee (IC)

6.5.1 PURPOSE

6.5.1.1 This charter establishes the Institutional Committee (IC) and sets forth its functions, membership, meetings, duration, assessment, and records retention in support of the NASA Operations Council.

6.5.1.2 The IC is the decision-making body of the Agency institutional strategies, priorities, resources, and management issues that enable NASA to establish and execute its long-term strategic goals, accomplish near-term activities, and provide the corporate capabilities needed to pursue both.

6.5.2 APPLICABILITY/SCOPE

This charter applies to NASA Headquarters and NASA Centers, including Component Facilities. The scope of the IC strategic and functional leadership and management role is Agencywide.

6.5.3 AUTHORITY

42 U.S.C. 2473(c)(1), Section 203(c)(1) of The National Aeronautics and Space Act of 1958, as amended.

6.5.4 FUNCTIONS

6.5.4.1. The IC has primary responsibility and authority for executing this charter, establishing and approving Agency institutional strategies, priorities, and resource requirements consistent with Agency strategic planning, or taking recommendations forward to the NASA Operations Council.

6.5.4.2 The IC supports the Administrator and the NASA Operations Council by:

- a. Evaluating the integrated planning and implementation of Agency institutional assets and capabilities to meet established commitments.
- b. Providing an integrated process for establishing, examining, approving, and monitoring the content, schedules, and costs associated with corporate activities.
- c. Examining Center General and Administrative (G&A) and service pool content and management across the Agency focused on consistency with Agency policy, alignment with Agency strategic priorities, and sharing best practices. The IC will also disposition disputes related to Center G&A and service pools.
- d. Identifying, integrating, and assessing institutional requirements in support of the Agency strategic needs, including providing a forum for vetting the annual Strategic Institutional Investment Plan in advance of presentation to the NASA Operations Council and the Strategic Planning Council.
- e. Providing a forum for addressing special issues arising in the planning and execution of the Agency's institutional strategies.

6.5.5 MEMBERSHIP

6.5.5.1 The membership of the IC shall include the following:

- a. Associate Administrator for Institutions and Management, Chairperson
- b. Associate Deputy Administrator for Systems Integration
- c. Chief Safety and Mission Assurance Officer
- d. Mission Deputy Associate Administrators
- e. Chief Financial Officer
- f. Chief Information Officer
- g. Chief Engineer
- h. Director, Institutions Planning and Investment Office
- i. Assistant Administrator for Human Capital Management
- j. Assistant Administrator for Infrastructure and Administration
- k. General Counsel
- l. Chief Education Officer

m. Director, Advanced Planning and Integration Office

6.5.5.2 Special members, including Center Directors, will be invited by the Chairperson to attend specific meetings on selected topics.

6.5.5.3 The Chairperson may change the membership or designate temporary members by memorandum at any time. Such changes shall be effective immediately and be reflected in subsequent revisions to this charter.

6.5.5.4 The Chairperson is responsible for appointing an Executive Secretary for the IC. The Executive Secretary will facilitate the activities of the IC, coordinate meeting agendas, distribute minutes, and ensure that information required for IC deliberations is distributed to the members on a timely basis.

6.5.6 MEETINGS

The IC will meet monthly for regular sessions and as necessary for emergent, time-critical matters.

6.5.7 DURATION

The IC will remain in existence indefinitely.

6.5.8 ASSESSMENT

The IC will provide an annual report of accomplishments to the NASA Operations Council for assessment of performance.

6.5.9 RECORDS

The Executive Secretary is responsible for the maintenance of all records associated with the IC, including this charter.

6.6 Program Management Committee

6.6.1 PURPOSE

6.6.1.1 This charter establishes the system of NASA Program Management Committees (PMCs) and establishes a hierarchy for these committees, provides specific administrative requirements for the Agency PMC, and describes a generic process for establishing and operating subsidiary Mission and Center PMCs.

6.6.1.2 The PMC hierarchy oversees and directs the formulation and implementation of all Agency programs and projects. This includes flight, research, technology, operations, services, programs, and projects as defined in NPR 7120.5, NASA Program and Project Management Processes and Requirements.

6.6.1.3 The Committee supports the Deputy Administrator and the NASA Operations Council by:

- a. Providing a uniform system for formulating, approving, implementing, and evaluating Agency programs and associated projects.
- b. Providing a uniform process for establishing commitments for program and project schedules, budgets, and technical requirements necessary to meet mission requirements and theme goals; for assessing progress in meeting commitments; for ensuring that program and project execution and commitments remain consistent with NASA's needs; and for recommending and directing actions necessary to ensure that commitments are met or modified, consistent with Agency policy.
- c. Performing oversight and approval during formulation, implementation, and continuing execution of all NASA programs and projects, or recommending alternative actions, including termination of programs and projects when appropriate.

6.6.2 APPLICABILITY/SCOPE

This charter applies to NASA activities, including NASA Headquarters, NASA Centers, and Component Facilities.

6.6.3 AUTHORITY

42 U.S.C. 2473(c)(1), Section 203(c)(1) of The National Aeronautics and Space Act of 1958, as amended.

6.6.4 FUNCTIONS

6.6.4.1 The PMC hierarchy consists of the following elements, which are assigned cognizance for oversight of programs based on their size and risk as described in NPR 7120.5:

- a. An Agency PMC, under the direction of the Associate Deputy Administrator for Systems Integration (Chairperson), that has primary responsibility and authority for executing this charter. The Agency PMC will serve as a forum to address coordination of programs across Mission Directorates.

b. Mission PMCs, under the direction of each Mission Associate Administrator, that have oversight authority for those specific programs and projects assigned per NPR 7120.5, or delegated by the Agency PMC.

c. Center PMCs, under the direction of each Center Director, that have oversight authority for specific programs and projects assigned per NPR 7120.5, or delegated by the Mission PMCs.

6.6.4.2 For each program and project, one of these Committees (referred to as the Governing PMC (GPMC)) has primary responsibility for evaluating the cost, schedule, and technical content of the program or project to ensure that NASA is meeting the commitments specified in the relevant management documents.

6.6.4.3 The PMCs evaluate the formulation and implementation of Agency programs and projects to ensure that they are consistent with Agency strategic needs, can be executed within available resources, and are being conducted in accordance with the established requirements to meet their committed technical scope, budget, and schedules.

6.6.4.4 Program and Project Formulation and Implementation. The PMCs:

a. Perform oversight and approval during formulation and implementation and monitor progress during development. The PMCs also perform periodic progress assessments and provide status evaluations. When authority for oversight and direction of specific programs and projects has been delegated to a Mission PMC or Center PMC, approvals, assessments, and status evaluations are reported to the next highest level PMC.

b. Periodically review and assess programs and projects via independent review teams, status reviews, and special briefings. The Deputy Chief Engineer for Program Assessment will approve the Independent Review Team.

6.6.4.5 In accomplishing these functions, the PMCs will address program formulation and implementation-related matters as documented in 7120.4, Program/Project Management, and NPR 7120.5, NASA Program and Project Management Processes and Requirements.

6.6.4.6 The Executive Secretary will facilitate the activities of the PMC, coordinate meeting agendas, distribute minutes, and ensure that information required for PMC deliberations is distributed to the members on a timely basis.

6.6.4.7 At the discretion of the Chairperson, a Program Management Committee Working Group may be established to provide support for the PMCs when requested.

6.6.5 MEMBERSHIP

6.6.5.1 The membership of the Agency Program Management Committee includes:

a. Associate Deputy Administrator for Systems Integration (Chairperson)

b. Associate Administrator for Institutions and Management

c. Deputy Mission Associate Administrators

d. Chief Engineer (Deputy Chairperson)

e. Chief Safety and Mission Assurance Officer

f. Deputy Chief Financial Officer for Resources (Comptroller)

g. Chief Scientist

h. General Counsel

i. Deputy Chief Engineer for Program Assessment

j. Assistant Administrator for External Relations

k. Assistant Administrator for Procurement

l. Chief Education Officer

m. Chief Financial Officer

n. Director, Advanced Planning and Integration Office

6.6.5.2 Special members may be invited by the Chairperson to attend specific meetings in order to address selected topics.

6.6.5.3 The Chairperson is responsible for presenting the status and assessment results and recommendations to the NASA Deputy Administrator and NASA Operations Council.

6.6.6 MEETINGS

Each PMC shall meet at the call of its Chairperson as required, but no less than quarterly.

6.6.7 DURATION

Each PMC will remain in existence indefinitely.

6.6.8 ASSESSMENT

The Agency PMC will provide an annual report of accomplishments to the NASA Operations Council for assessment of performance.

6.6.9 RECORDS

Each PMC Executive Secretary is responsible for the maintenance of all records associated with the respective PMC. The principal form of records shall be distributed meeting minutes, including presentation materials and related actions, agreements, and commitments. The Agency PMC Executive Secretary is responsible for the maintenance of this charter.

6.7 Engineering Management Board

6.7.1 PURPOSE

6.7.1.1 This charter establishes the NASA Engineering Management Board (EMB) and sets forth its functions, membership, meetings, duration, assessment, and records disposition.

6.7.1.2 The EMB is established to provide advice, counsel, and make recommendations for consideration by the Chief Engineer relating to maintaining and improving all aspects of engineering capability in order to ensure engineering excellence within NASA.

6.7.2 APPLICABILITY/SCOPE

This charter applies to NASA Headquarters and all NASA Centers, including Component Facilities.

6.7.3 AUTHORITY

42 U.S.C. 2473 (c) (1), Section 203 (c) (1) of the National Aeronautics and Space Act of 1958, as amended.

6.7.4 FUNCTIONS

6.7.4.1 The EMB will provide guidance for development, coordination, review, assessment, and deployment of Agency engineering activities related to policies, standards, methods, capabilities, and training.

6.7.4.2 The EMB will serve as a focus for continual improvement of engineering activities within NASA through the continuous capture, dissemination, and utilization of corporate knowledge gleaned through internal Agency activity, as well as through benchmarking activities of external organizations.

6.7.4.3 The EMB will annually review and provide input to the Office of the Chief Engineer's Functional Leadership Plan, including definition of related technical metrics. It will also periodically assess the status of existing programs sponsored by the Office of the Chief Engineer and make recommendations on objectives, scope, approach, and related items.

6.7.4.4 The EMB may charter ad hoc working groups as needed to guide Agencywide policy and approach in specific technical areas. The EMB will periodically (at least annually) assess their progress and approve continuance, if appropriate.

6.7.4.5 The EMB will serve as an advocate and focal point for support to independent technical reviews of NASA programs, technology, and advanced development activities as requested by the Administrator, the Program Management Committee, or the NASA Chief Engineer.

6.7.5 MEMBERSHIP

6.7.5.1 The members of the EMB are:

- a. Chief Engineer, Chairperson.
- b. Deputy Chief Engineer, Engineering Policy and Requirements.
- c. Mission Directorates? Senior Engineering Official (as defined by each Mission Associate Administrator).
- d. All NASA Center officials responsible for developing and maintaining the engineering capability that supports the Centers? mainstream programs and projects (as defined by each Center Director) and the Jet Propulsion Laboratory (JPL) Principal Engineering Official.
- e. Chief Safety and Mission Assurance Officer.

- f. Director, Facilities Engineering Division (Headquarters).
- g. EMB Executive Secretary (as appointed by the Chair).
- h. Jet Propulsion Laboratory (JPL) Principal Engineering Official is invited to participate as a nonvoting advisory member who may provide advice and recommendations to the Board but who does not have deliberative or consensus-building authority.

6.7.5.2 The Chief Engineer will determine additional attendance at meetings and may designate temporary members or invite other representatives at any time, including representatives from industry, academia, international partners, national labs, and other Government agencies.

6.7.6 MEETINGS

The EMB shall meet at the call of the Chair and at least semiannually. The Office of the Chief Engineer will establish the agenda in consultation with the members.

6.7.7 DURATION

The EMB will remain in existence at the discretion of the Chair.

6.7.8 ASSESSMENT

The EMB will provide an annual report of accomplishments to the NASA Operations Council for assessment of performance.

6.7.9 RECORDS

The NASA Chief Engineer is responsible for the maintenance of this charter and all other records associated with the EMB.

6.10 Chief Financial Officer Board

6.10.1 PURPOSE

6.10.1.1 This charter establishes the CFO Board and sets forth its functions, membership, meetings, duration, assessment, and records retention.

6.10.1.2 The CFO Board is established to provide advice, counsel, and recommendations for consideration by the CFO and possible subsequent coordination with the Administrator. NASA established the Board to strengthen coordination and communication regarding all financial management support (to include resources management and procurement) of NASA missions. The CFO Board also serves as a forum to acquire and analyze information and initiatives in financial and resources management.

6.10.2 APPLICABILITY/SCOPE

This charter applies to NASA Headquarters and all NASA Centers, including Component Facilities.

6.10.3 AUTHORITY

- a. 42 U. S. C. 2473 (c) (1), Section 203(c)(1) of the National Aeronautics and Space Act of 1958, as amended.
- b. 31 U.S.C. 501-506, 901-903, 3511 et seq., the Chief Financial Officers Act of 1990, (P. L. 101-576), as amended.
- c. NPR 1000.2, NASA Strategic Management Handbook.
- d. Office of Management and Budget Guidance on CFO Qualification Standards and CFO Organizations memorandum dated February 9, 1993.

6.10.4 FUNCTIONS

The NASA CFO Board has been established to strengthen coordination and communication regarding all financial areas. These areas include service and support systems, staff, standards, streamlining, and statements, as well as other financial management matters. The Board is expected to coordinate and advise on the activities of the Agency on matters such as development and implementation of financial management systems, improved quality of financial management information, enhanced financial management information standards, management controls, professional development standards, and any other matters that will facilitate financial management excellence and related support of NASA's missions. The NASA CFO Board also will serve as a forum to develop and analyze information, monitor progress, resolve issues, coordinate activities, and develop consensus on new directions/initiatives in NASA's financial management.

6.10.5 MEMBERSHIP

The Board is composed of key NASA financial management officials, including a smaller Executive Group of

NASA's most senior CFO leadership. The Board and Executive Group are expected to communicate regularly and meet periodically to address key NASA financial management matters.

- a. Chief Financial Officer, Chairperson*
- b. Deputy Chief Financial Officer*
- c. Comptroller
- d. Deputy Chief Acquisition Officer*
- e. Director, Financial Management
- f. Director, Center Fiscal Operations
- g. Director, Policy and Business Integration
- h. Center Chief Financial Officers
- i. Center Deputy Chief Financial Officers
- j. Assistant Administrator for Infrastructure and Administration*
- k. Chief Information Officer
- l. Lead Mission Directorate Area Resource Managers
 - (1) Exploration Systems
 - (2) Space Operations
 - (3) Science
 - (4) Aeronautics Research
- m. Lead Resources Manager for Human Capital Management
- n. Program Executive, Integrated Financial Management Program

*Executive Group member

6.10.5.2 The CFO may change the membership or designate temporary members at any time. Such changes will become effective immediately and be reflected in subsequent revisions to the Charter.

6.10.6 MEETINGS

The Board and/or Executive Group will meet at the call of the Chairperson.

6.10.7 DURATION

This Board will remain in existence at the discretion of the Chairperson.

6.10.8 ASSESSMENT

The CFO Board will provide an annual report of accomplishments to the NASA Operations Council for assessment of performance.

6.10.9 RECORDS

The Office of the CFO is responsible for the maintenance of this charter and all other records associated with the CFO Board.

6.11 Science Council

6.11.1 PURPOSE

6.11.1.1 This charter establishes the NASA Science Council and sets forth its functions, membership, meetings, duration, assessment, and records retention.

6.11.1.2 The NASA Science Council is established to provide advice, counsel, and recommendations for consideration by the Administrator and/or the NASA Operations Council relating to all aspects of science associated with NASA's flight and ground programs. The Science Council shall provide coordination of NASA's science activities and shall promote the effective public communication of NASA's science program. The NASA Science Council will serve as a forum for reviewing Agency policies, practices, and issues, as they relate to science activities; communicating and discussing interdisciplinary science goals and the national and international policies that guide their development; and developing integrated strategic science plans. The Council will participate in the

Agency's process of developing recommendations for science priorities and a budget for science within NASA and will share information about operational areas of the Agency's Mission Directorates, as they relate to the quality and content of the science program. The NASA Science Council will report to the Administrator through the Chief Scientist.

6.11.2 APPLICABILITY/SCOPE

This charter applies to NASA Headquarters and all NASA Centers, including Component Facilities.

6.11.3 AUTHORITY

42 U.S.C. 2473 (c)(1), Section 203 (c)(1) of the National Aeronautics and Space Act of 1958, as amended.

6.11.4 FUNCTIONS

6.11.4.1 Provide a continuing forum for bringing forth and reviewing Agency policies, practices, and issues from the viewpoint of the science disciplines.

6.11.4.2 Perform science assessments and develop recommendations and processes for implementation approaches for NASA-wide programs, which are not limited to, but generally include, the following areas:

- a. Science policies, standards, and processes.
- b. Science budget and priorities.
- c. Science capabilities and practices.
- d. Quality and content of science program.
- e. Integrated science strategic planning.
- f. Coordination of science activities, including external reviews.
- g. Proper balance between internal and external Agency activities.
- h. Public communication of NASA's science program.

6.11.4.3 Evaluate and develop recommendations on specific science and program issues upon request by the Administrator or Chief Scientist.

6.11.5 MEMBERSHIP

6.11.5.1 The membership of the Council shall include the following:

- a. Chief Scientist, Chairperson
- b. Executive Secretary, appointed by the Chairperson (nonvoting)
- c. Associate Administrator for Science Mission Directorate
- d. Associate Administrator for Exploration Systems Mission Directorate
- e. Chief Health and Medical Officer
- f. Chief Scientist for Exploration
- g. Ex officio members
 - (1) Chief Engineer
 - (2) Chief Financial Officer
 - (3) Chief Education Officer
 - (4) Chief Information Officer

6.11.5.2 A representative from each NASA Center and the Jet Propulsion Laboratory (JPL) also serves as ex officio members. The JPL representative is invited to participate as a nonvoting advisory member who may provide advice and recommendations to the Board but who does not have deliberative or consensus-building authority.

6.11.5.3 The Administrator may change the membership or designate temporary members at any time. Such changes will become effective immediately and be reflected in subsequent revisions to the charter.

6.11.6 MEETINGS

Council meetings will be held as needed, but at least quarterly.

6.11.7 DURATION

This charter will be updated every 2 years, or at the request of the Administrator.

6.11.8 ASSESSMENT

The NASA Science Council will provide an annual report of accomplishments to the NASA Operations Council for assessment of performance.

6.11.9 RECORDS

The Office of the Chief Scientist is responsible for the maintenance of this charter and all other records associated with the NASA Science Council.

6.12 NASA Software Steering Board (SSB)

6.12.1 PURPOSE

6.12.1.1 This charter establishes the NASA Software Steering Board (SSB) and sets forth its functions, membership, meetings, duration, assessment, and records retention.

6.12.1.2 The purpose of the SSB is to strengthen Agencywide coordination and communication of cross-cutting software investments, issue resolutions, responses to significant external surveys/audits/reviews, and the establishment of policies affecting the Agency. For the purpose of this Board, the term "software" includes, but is not limited to, the areas of software engineering, software assurance (of which software independent verification and validations is a part), software management, software-related research, and training in software disciplines. The SSB utilizes the existing software organizations, groups, and teams to assist in the fulfillment of action items and functions.

6.12.2 APPLICABILITY/SCOPE

This charter applies to NASA Headquarters and all NASA Centers, including Component Facilities, and to the Jet Propulsion Laboratory to the extent specified in its contract.

6.12.3 AUTHORITY

- a. 42 U.S.C. 2473 (c) (1), Section 203 (c) (1) of the National Aeronautics and Space Act of 1958, as amended.
- b. 40 U.S.C. 1401 (Clinger-Cohen Act).
- c. NPD 2820.1, NASA Software Policies.
- d. NPG 1000.2, NASA Strategic Management Handbook.

6.12.4 FUNCTIONS

6.12.4.1 The Board shall provide inputs to assist in the fulfillment of the NASA Strategic Plan, including Implementation Plans, with respect to software.

6.12.4.2 The Board shall address executive-level software issues and related assets that cut across organizational (Headquarters) responsibilities. The Board shall facilitate an integrated systems approach for software investments, consistent with the NASA information technology capital planning and investment control (CPIC) process.

6.12.4.3 Board members are responsible for representing their home organizations to the Board. Members are also responsible for communicating and facilitating within their home organizations the appropriate implementation of Agency strategies and SSB resolutions.

6.12.4.4 The Board shall coordinate integrated responses to significant external software surveys, audits, and reviews that cut across organizational (Headquarters) responsibilities.

6.12.4.5 The Board shall coordinate and integrate the structure of the Agency's NASA Policy Directives (NPD) and NASA Procedural Requirements (NPR) pertaining to software and make recommendations for changes to NASA management through the Chief Engineer.

6.12.4.6 The Board will advise the Chief Engineer, the Chief Information Officer, the Chief Safety and Mission Assurance Officer, and the Associate Administrator for Aeronautics Research, at their request, regarding issues in their areas of cognizance per NPDs and NPRs.

6.12.5 MEMBERSHIP

6.12.5.1 The SSB members are comprised of the following positions (or their designated senior representatives):

- a. Chief Engineer, Chairperson

- b. Chief Information Officer
- c. Associate Administrator for Space Operations Mission Directorate
- d. Chief Safety and Mission Assurance Officer
- e. Associate Administrator for Aeronautics Research Mission Directorate
- f. Associate Administrator for Science Mission Directorate
- g. Associate Administrator for Exploration Systems Mission Directorate
- h. General Counsel (nonvoting advisor)

6.12.5.2 The Executive Secretary shall be appointed by the Chairperson. The Chairperson will determine additional attendance at Board meetings and may designate temporary members or invite other representatives at any time, including representatives from industry, academia, and other Government agencies. These additional attendees, temporary members, and representatives will be nonvoting.

6.12.6 MEETINGS

The SSB shall meet at the call of the Chair, at least quarterly. The Executive Secretary will recommend, and the Chair will approve, the agenda based on suggested topics from Board members or from elsewhere within NASA.

6.12.7 DURATION

The Board will remain in existence at the discretion of the Chair.

6.12.8 ASSESSMENT

The SSB will provide an annual report of accomplishments to the NASA Operations Council for assessment of performance.

6.12.9 RECORDS

The Chief Engineer is responsible for the maintenance of this charter. All records associated with the Software Steering Board will be the responsibility of the Chief Engineer. Minutes of the meetings will be taken, distributed to the Board members, and made available upon request.

6.14 NASA Diversity and Equal Opportunity Board

6.14.1 PURPOSE

6.14.1.1 This charter establishes the NASA Diversity and Equal Opportunity (EO) Board (hereinafter referred to as the Board) and sets forth its responsibilities, membership, and relationship with other NASA offices. It also establishes NASA policy to utilize the personal leadership of its Senior Managers to address diversity and EO issues and propose solutions; to review and evaluate Agencywide diversity and equal opportunity (EO) programs; and to promote and implement diversity and EO policy, programs, and strategic planning, compliance, complaints resolution, and Alternative Dispute Resolution, including, but not limited to, diversity workforce planning, development, and retention; affirmative action pursuant to U.S. Equal Employment Opportunity Commission (EEOC) requirements; the provision of reasonable accommodations to ensure accessibility to programs, activities, and work sites; best practices of a model EO workplace consistent with EEOC guidance; EO in NASA-assisted and -conducted programs and activities.

6.14.1.2 The NASA Strategic Plan recognizes that NASA's greatest strength is its workforce. The Board will strive to foster a culture that is built on the NASA core values of safety, the NASA family, excellence, and integrity and the principles of diversity including fairness, equity, trust, respect, teamwork, communication, empowerment, commitment, and inclusion in an accessible and diverse environment that is free of discrimination.

6.14.2 APPLICABILITY/SCOPE

6.14.2.1 This charter is applicable to NASA Headquarters and NASA Centers, including Component Facilities.

6.14.2.2 The Board was established in 1973 as a NASA internal committee composed solely of NASA full-time employees. The establishment and continuation of the Board have been determined to be necessary and in the public interest.

6.14.3 AUTHORITY

- a. 42 U.S.C. 2473 (c)(1), Section 203(c)(1) of the National Aeronautics and Space Act of 1958, as amended.
- b. NPD 3713.2, Federal Equal Opportunity Programs of NASA.

6.14.4 FUNCTIONS

6.14.4.1 The Board is chaired by a member designated by the Administrator. The designated chairperson serves for 2 years. The Board is cochaired by the Assistant Administrator for Diversity and Equal Opportunity. Responsibilities of the chair and cochair include the following:

- a. Ensuring that the Board acts expeditiously on issues which affect NASA's diversity and EO objectives.
- b. Reporting periodically to the Administrator on the activities of the Board.
- c. Ensuring that there are written minutes of each Board meeting, communicating to the NASA Administrator on Board actions, and taking such other actions as may be required for the Board to carry out its responsibilities, consistent with the provisions of this charter.
- d. Scheduling Board meetings.

6.14.4.2 Collectively, the Board members are responsible for the following:

- a. Becoming knowledgeable of diversity and EO, including, but not limited to, diversity workforce planning, development, and retention; affirmative action pursuant to EEO requirements; the provision of reasonable accommodations to ensure accessibility to programs, activities, and work sites; best practices of a model EO workplace consistent with EEOC guidance; EO in NASA-assisted and -conducted programs; and diversity and EO issues and trends, and their possible affects on NASA, its Centers, employees, and programs.
- b. Assisting Agency management in the formulation of diversity and EO policy, goals, and objectives.
- c. Helping to demonstrate commitment to diversity and EO in all NASA programs, processes, and practices at all levels throughout the Agency.
- d. Assisting in the development of internal/external outreach programs to accomplish NASA's diversity and EO objectives, addressing Agencywide and unique NASA diversity and EO issues and challenges that require Agency attention, and making recommendations for their resolution.
- e. Advising and assisting the Agency in improving internal/external communications on diversity and EO initiatives.
- f. Advising management on the implementation of the Historically Black Colleges and Universities (HBCU), Hispanic Serving Institutions (HSI), Tribal Colleges, and Other Minority Institutions? (OMI) plans.
- g. Supporting the Agency's efforts to conduct research and training programs that strengthen the infrastructure at HBCUs, Tribal Colleges, HSIs, and OMIs.
- h. Ensuring that minority- and women-owned business enterprises have an opportunity to fully participate in the performance of NASA contracts.
- i. Ensuring that Headquarters and Centers are addressing architectural and communication barriers to people with disabilities.
- j. Ensuring that Headquarters and Centers are taking appropriate steps to try to resolve allegations of employment discrimination during the informal and formal stages of the complaints process by using a variety of alternative dispute resolution processes and problem-solving techniques.
- k. Providing oversight in administering civil rights laws, regulations, and Executive orders prohibiting discrimination in NASA federally assisted and Federally conducted programs on the basis of race, color, national origin, disability, sex, and age.

6.14.5 MEMBERSHIP

a. The following officials are permanent members of the Board and responsible for the overall implementation and management of this policy:

- (1) Assistant Administrator for Diversity and Equal Opportunity
- (2) Assistant Administrator for Human Capital Management
- (3) Assistant Administrator for Infrastructure and Administration.
- (4) Assistant Administrator for Small and Disadvantaged Business Utilization
- (5) Chief Education Officer
- (6) General Counsel
- (7) Chief Financial Officer

b. One of the following individuals from each Mission Directorate and Center will sit on the Board as term members at any one time (for purposes of this rule, the Board Chair is excluded):

(1) NASA Mission Directorate Associate Administrator or Deputy

(2) Center Director or Deputy

(3) Center Chief Counsel or Deputy

(4) Center Chief Financial Officer or Deputy

(5) Center Equal Opportunity Director/Officer or Diversity Director/Officer

c. The Board membership must always include at least one term member who is a NASA Center Equal Opportunity Director/Officer and one member who is a NASA Center Diversity Director/Officer.

d. The Mission Directorate or Center official who serves as a term member will: (1) Be appointed by the Administrator upon recommendation of the Assistant Administrator for Diversity and Equal Opportunity (AA for D&EO) and the Board Chair.

(2) Serve one 2-year term. A member may not serve two consecutive terms. Each appointment will be staggered.

e. The Board will also include a nonvoting Executive Secretary, designated by the AA for D&EO.

f. The Director of the Jet Propulsion Laboratory (JPL) and the JPL Equal Opportunity/Diversity Officer are invited to participate as nonvoting advisory members who may provide advice and recommendations to the Board but who do not have deliberative or consensus-building authority.

g. The following individuals, and others as approved by the AA for D&EO, will serve as Technical Advisors to the Board:

(1) Deputy Assistant Administrator for Diversity and Equal Opportunity

(2) Director, Diversity and EO Programs and Strategic Planning Division

(3) Director, EO Compliance, Complaints, and Alternative Dispute Resolution Division

(4) Equal Opportunity or Diversity Directors/Officers who are not members of the Board

6.14.6 MEETINGS

The Board will meet semiannually or on an as-needed basis as determined by the Board Cochairs.

6.14.7 DURATION

The Board will remain in existence at the discretion of the Administrator for a 2-year period. The effectiveness of the Board in meeting its mandate will be reviewed semiannually for extension or termination.

6.14.8 ASSESSMENT

The NASA Diversity and Equal Opportunity Board will provide an annual report of accomplishments to the NASA Operations Council for assessment of performance.

6.14.9 RECORDS

The Office of Diversity and Equal Opportunity (OD&EO) is responsible for the maintenance of this charter and all other records associated with the NASA Diversity and Equal Opportunity Board. The OD&EO will be responsible for coordinating logistics and the agenda for each Board meeting. The OD&EO will also coordinate a Board Effectiveness Self-Assessment annually to present to the Administrator.

6.15 NASA Employees Benefit Association

6.15.1 PURPOSE

6.15.1.1 This charter provides information on the organization, functions, and responsibilities of the NASA Employees Benefit Association (hereinafter referred to as the "Association") and sets forth requirements concerning the management of its financial affairs.

6.15.1.2 The Association, which is established for the sole purpose of providing low-cost group insurance to NASA employees, shall conduct its business for the mutual benefit of its members and their beneficiaries and not for profit.

6.15.2 APPLICABILITY/SCOPE

This chapter applies to NASA Headquarters and NASA Centers, including Component Facilities.

6.15.3 AUTHORITY

42 U.S.C. 2473 (c) (1), Section 203 (c) (1), of the National Aeronautics and Space Act of 1958, amended.

6.15.4 FUNCTIONS

6.15.4.1 The Association is responsible for administering the group life insurance contracts executed by the Administrator and the carrier and for ensuring that these contracts conform to the provisions of the Life Insurance Act of the District of Columbia (48 Stat. 1125 and amendments) and of pertinent laws of the state in which NASA Centers are located.

6.15.4.2 Funds received by the Association from any source shall be available for the necessary costs of operations.

6.15.4.3 Association funds in excess of requirements shall be returned to members as promptly as practicable in the form of reduced premiums or in such other form as the Board of Directors may decide.

6.15.4.4 All funds received by the Association shall be deposited in federally insured financial institutions or be left on deposit with the carrier.

6.15.4.5 Management of the Association shall be vested in a Board of Directors and local chapter officers.

a. The Board of Directors

(1) The Board of Directors shall consist of a Chairperson and Vice Chairperson, designated by the Administrator, and one chapter officer (selected by the Center Director from each local chapter).

(2) The Chairperson is authorized to sign amendments, letters of agreement, and other documents related to the administration of the Association's group insurance plan.

(3) The Vice Chairperson shall act only in the absence of the Chairperson.

(4) The Chairperson and the Vice Chairperson shall continue in office until relieved.

(5) The Board of Directors shall prescribe the policies and regulations for the operation and administration of the Association.

(6) The Board of Directors shall ensure that appropriate internal controls are provided for the financial integrity of the Association.

(7) The Board of Directors shall establish bylaws covering the policies, regulations, and controls referred to in subparagraphs (1) and (2), as well as the functions of the officers of the local chapters.

b. Local Chapters

(1) A local chapter shall be established at Headquarters and at each NASA Center.

(2) At each NASA Center, the Center Director shall designate local chapter officers. Local chapter officers at Headquarters shall be designated by the Associate Administrator for Institutions and Management.

(3) The officers of each local chapter shall consist of a president, vice president, and secretary-treasurer who normally shall be members of the Association.

(4) Since the substantive responsibilities of the Association are closely identified with the personnel and financial management functions, at least one local chapter officers should be designated from one of these functions.

(5) Local chapter officers shall continue in office until relieved.

6.15.5 MEMBERSHIP

6.15.5.1 Employees insured under any one of the Association's plans shall automatically be members of the Association.

6.15.5.2 Eligibility for membership shall be as defined in the group life insurance contracts and, generally, shall include all NASA civil service employees serving under permanent or term appointments and military personnel serving a regular assignment, in accordance with the NASA/Department of Defense agreement, as amended.

6.15.5.3 Members shall be enrolled in local chapters.

6.15.6 MEETINGS

6.15.6.1 An annual meeting of the Board of Directors shall be held at the call of the Chairperson of the Board.

6.15.6.2 Other meetings, convened for special purposes, may be called by the Administrator, Deputy Administrator, or the Chairperson of the Board.

6.15.7 DURATION The Association will continue in existence until disestablished.

6.15.8 ASSESSMENT The Association's Board of Directors will provide an annual report of accomplishments to the

NASA Operations Council for assessment of performance.

6.15.9 RECORDS

6.15.9.1 The Board of Directors Chairperson shall maintain records of Board meetings and decisions, contracts and amendments, and official correspondence of the Association.

6.15.9.2 Local chapter officers will maintain records pertaining to local chapter operations.

6.15.9.3 The insurance carrier will maintain enrollment and beneficiary records.

6.16 Facilities Review Board

6.16.1 PURPOSE

6.16.1.1 This charter sets forth the functions, membership, meetings, duration, assessment, and records retention for the Facilities Review Board (FRB).

6.16.1.2 The FRB is established to foster integration, communication, coordination, and understanding of facilities and real estate (collectively, "real property") management including policy, innovation, best practices, planning, design and construction, utilization, operation and maintenance, condition, and disposition. The FRB reports to the NASA Operations Council. The FRB includes its supporting Engineering and Construction Innovations Committee (ECIC) and Maintenance Improvement Group (MIG).

6.16.1.3 The objective of the FRB is to identify and address real property issues vital to the NASA Vision and mission as promulgated in the NASA Strategic Plan and the NASA Real Property Management Plan; provide advice, counsel, and recommendations for consideration by the NASA Operations Council, the Strategic Planning Council, the Institutional Committee, and the Administrator; foster a "One NASA" approach to real property management; and foster the maximum return on the Agency's investments in its facilities.

6.16.2 APPLICABILITY/SCOPE

This charter applies to NASA Headquarters and all NASA Centers, including Component Facilities.

6.16.3 AUTHORITY

a. 42 U.S.C. 2473 (c)(1), Section 203 (c)(1) of the National Aeronautics and Space Act of 1958, as amended.

b. NPR 1000.2, NASA Strategic Management Handbook.

6.16.4 FUNCTIONS

6.16.4.1 In support of the NASA Strategic Plan and the NASA Real Property Management Plan, identify, discuss, and integrate real property issues across Mission Directorates and Mission Support Offices including condition, safety, and utilization of existing facilities; requirements for facility modifications, revitalization, and new facilities; maintenance program effectiveness; operations, including energy supply and other utility services; real estate issues and initiatives; energy-efficient design and sustainable development; avoidance or mitigation of adverse environmental impacts associated with facilities construction activities; the proposed annual construction, revitalization, repair, and maintenance programs; and fiscal performance relative to budgets.

6.16.4.2 Discuss innovations and best practices in facilities planning, real estate, engineering design, construction, operation, and maintenance that may be appropriate for NASA adoption. This includes pertinent knowledge and wisdom acquired by ECIC members and other NASA personnel from their participation in external technical associations such as the Federal Facilities Council, the Construction Industry Institute, the National Institute of Building Sciences, and many others.

6.16.4.3 Develop and provide advice, counsel, and recommendations on facilities, including levels of investment for construction, revitalization and maintenance, and priorities for corporate projects to the NASA Operations Council, the Strategic Planning Council, the Institutional Committee, the NASA Senior Executive Committee, and the Administrator.

6.16.5 MEMBERSHIP

6.16.5.1 The membership of the FRB shall include the following:

a. Assistant Administrator for Infrastructure and Administration, Chairperson.

b. Director, Facilities Engineering and Real Property Division, Deputy Chairperson.

c. Chief Financial Officer (CFO).

d. Deputy Associate Administrators for Mission Directorates and Headquarters Center Executive Offices' senior representatives.

e. Three Center representatives: one from each Mission Directorate.

f. Director, Institutional Planning and Investment Office.

6.16.5.2 Advisory FRB members are as follows:

a. Chief Engineer.

b. Chief Health and Medical Officer.

c. General Counsel.

d. Director, Environmental Management Division.

e. Chief Safety and Mission Assurance Officer.

f. Assistant Administrator for Human Capital Management.

g. Assistant Administrator for Diversity and Equal Opportunity.

h. Assistant Administrator for Security and Program Protection.

i. Chair, Engineering and Construction Innovations Committee (ECIC).

j. Chair, Maintenance Improvement Group (MIG).

6.16.6 MEETINGS

At the call of the Chairperson and before preparation of the Program Operating Plan, the Board shall meet to develop budget recommendations for the NASA physical plant, including approval of the facilities program. The Board shall also meet at other times as necessary, but no less than three times per year.

6.16.7 DURATION

The FRB will remain in existence at the discretion of the Assistant Administrator for Infrastructure and Administration; the NASA Operations Council; and/or the Administrator.

6.16.8 ASSESSMENT

The FRB will provide an annual report of accomplishments to the NASA Operations Council for assessment of performance.

6.16.9 RECORDS

The Facilities Engineering and Real Property Division is responsible for maintaining this charter and all other records associated with the FRB.

6.17 NASA Performance Review Board

6.17.1 PURPOSE

6.17.1.1 This charter establishes the NASA Performance Review Board (PRB) and sets forth its functions, membership, meetings, duration, and records retention.

6.17.1.2 The PRB is established to provide advice, counsel, and recommendations for consideration by the Administrator relating to the performance of executives, including performance ratings and bonuses.

6.17.2 APPLICABILITY/SCOPE

This charter applies to NASA Headquarters, except the Office of the Inspector General, and all NASA Centers, including Component Facilities.

6.17.3 AUTHORITY

5 U.S.C. 4314(c) and 5 CFR 430.307.

6.17.4 FUNCTIONS

6.17.4.1 Recommends to the Administrator, through the NASA Senior Executive Committee, annual performance ratings and performance bonuses for members of the NASA Senior Executive Service (SES).

6.17.4.2 Recommends to the Administrator, through the NASA Senior Executive Committee, annual performance bonuses for incumbents of Senior Scientific and Technical (ST) and Senior Level (SL) positions.

6.17.4.3 Reviews SES annual performance appraisals and provides feedback to organization heads on their

administration of the SES performance appraisal process in their organization.

6.17.4.4 Recommends to the Administrator names of SES members to be nominated for the Presidential Rank Awards of Distinguished and Meritorious.

6.17.5 MEMBERSHIP

6.17.5.1 The membership of the PRB includes the following:

a. Chairperson, any Associate Deputy Administrator, Mission Directorate Associate Administrator, or Mission Support Office Head appointed by the Associate Administrator for Institutions and Management.

b. Director, Personnel Office, Office of Human Capital Management.

c. Deputy General Counsel.

d. Deputy Assistant Administrator for Diversity and Equal Opportunity.

e. Deputy Associate Administrator for Science Mission Directorate.

f. Deputy Associate Administrator for Space Operations Mission Directorate.

g. Deputy Chief Education Officer.

h. Deputy Chief Safety and Mission Assurance Officer.

i. Director, Research Support Division, Office of Aeronautics Technology.

j. Deputy Associate Administrator for Aeronautics Research.

k. Five additional members from NASA Centers appointed by the Associate Administrator for Institutions and Management to serve 3-year terms.

l. Executive Secretary, Senior Advisor for Executive Resources, Office of Human Capital Management.

6.17.5.2 The Associate Administrator for Institution and Management may change the membership or designate temporary members at any time. Such changes will become effective immediately and be reflected in subsequent revisions to the charter.

6.17.6 MEETINGS

Meetings are held at the call of the Chair, as required.

6.17.7 DURATION

This Board will remain in existence at the discretion of the Administrator.

6.17.8 ASSESSMENT

The PRB will provide an annual report of accomplishments to the Senior Executive Committee for assessment of performance.

6.17.9 RECORDS

The Personnel Office, in the Office of Human Capital Management, is responsible for the maintenance of this charter and all other records associated with the PRB.

6.19 NASA Medical Policy Board and Aerospace Medicine Board

6.19.1 PURPOSE

This charter establishes the Medical Policy Board (MPB) at NASA Headquarters (HQ) and the Aerospace Medicine Board (AMB) at the NASA Johnson Space Center (JSC) and defines their responsibilities, membership, and functions.

6.19.2 APPLICABILITY/SCOPE

This charter is applicable to NASA Headquarters, NASA Centers, including Component Facilities, all crewmembers operating spacecraft under NASA control or cognizance, and aircraft operations in support of space flight activities.

6.19.3 AUTHORITY

42 U.S.C. 2473(c)(1), Section 203(c)(1) of The National Aeronautics and Space Act of 1958, as amended.

6.19.4 FUNCTIONS

6.19.4.1 Medical Policy Board at HQ is responsible for health and medical policy and oversight of medical activities including: a. Evaluating and formulating medical policy governing atmospheric and space flight, by:

- (1) Reviewing, approving, and publishing NASA spacecraft and appropriate aircraft crewmember medical standards.
 - (2) Annually reviewing the process used to implement the medical standards and the status of the deviations from these standards (waivers).
 - (3) Periodically reviewing the epidemiological findings from the Longitudinal Study of Astronaut Health (LSAH).
- b. Sponsoring or conducting independent reviews to formulate or clarify health and medical policies.
- c. Assessing the efficacy of health maintenance and preventive medical measures used in human space flight for health risk reduction.
- d. Considering any policy issues related to crew medical qualifications for spacecraft or support aircraft operations.
- e. Reviewing the medical qualifications of the astronaut candidate finalists submitted by the AMB during astronaut-selection cycles in the event of an appeal.
- f. Reviewing waivers in excess of 6 months and permanent medical disqualifications.
- g. Formulating changes to medical policies and updating medical standards and procedures with the goal of health and medical risk reduction.
- h. Ensuring an independent assessment of the medical risk management process.

6.19.4.2. The Aerospace Medicine Board at JSC is primarily a clinical and implementation body for addressing crew medical qualifications. The AMB is responsible for:

a. Review of:

- (1) Findings from examinations conducted in accordance with NASA Space Flight Medical Selection and Retention (Annual) Standards and recommendation of appropriate dispositions.
 - (2) Medical conditions or restrictions of any NASA flight medical evaluations when requested by a crewmember or certifying authority of a NASA-operated aircraft or spacecraft.
 - (3) Statistical data on morbidity and mortality from the LSAH and cumulative medical events before, during, and after space missions.
- b. Recommendation to the MPB of:
- (1) Criteria and procedures for designation of examining facilities for medical certification for space flight.
 - (2) Updates to medical policies and standards.
 - (3) Interventions to enhance crew health and safety by reducing exposure risks.
- c. Determining the medical qualifications of astronaut-candidate finalists during astronaut-selection cycles.
- d. Addressing crewmember failures to meet the NASA medical standards for spacecraft or aircraft duties.
- e. Issuance or denial of requests for a medical waiver as outlined in subsection 6.19.4.5.c.
- f. Responding to requests from a NASA Medical Examining Officer, the Chair of the MPB, the Director of Space and Life Sciences at JSC, or the Director of Flight Crew Operations at JSC.

6.19.4.3 Convening the Boards.

- a. The MPB will convene annually or at the call of the Chair.
- b. The AMB will be convened at the call of the Chair.

6.19.4.4 Responsibilities of Chairs

a. The MPB Chair is responsible for:

- (1) Convening the Board.
- (2) Reviewing and disposition of recommendations for waivers for duty in excess of 6 months and permanent medical disqualifications.
- (3) Approving all permanent waivers for the flight crewmembers.
- (4) Formulating coordinated MPB and AMB recommendations.

b. The AMB Chair is responsible for:

- (1) Convening the Board.
- (2) Certifying crewmembers pre and post-space flight and before return to regular duties following space flights.
- (3) The annual medical certification of astronauts with flying duties for NASA aircraft, as appropriate.
- (4) Reporting medical findings which could impact medical policies and procedures to the MPB Chair.

6.19.4.5 Waivers. If the examining physician finds a disqualifying condition, then the crewmember is denied medical certification until the AMB reviews the findings.

- a. A written request for a medical waiver to qualify examinee for duties should be submitted to the Chair of the AMB by the examining physician, or the examinee, within 30 working days after notification of disqualification.
- b. In the interim, and until the review process is complete, the Chair of the AMB may grant a temporary waiver to the examinee for a period not to exceed 60 days.
- c. The AMB will consider and issue or deny requests for a medical waiver to qualify for flight status. For those waivers of longer than a 6-month period or for permanent medical disqualifications, the AMB will submit its recommendation to the Chair of the MPB.
- d. Upon receipt of the AMB recommendation and after appropriate review, the MPB Chair will inform the AMB Chair of his/her decision.

6.19.5 MEMBERSHIP

6.19.5.1 Medical Policy Board (MPB)

- a. The Chief Health and Medical Officer (CHMO) or official designee, NASA Headquarters, is the Chair.
- b. The MPB will consist of up to 15 members, all of whom must be physicians and full-time Federal employees cognizant of aerospace medicine. To the extent possible, membership should reflect diversity and representation from NASA Centers and other Federal agencies. The Chair of the AMB will be a member of the MPB. The MPB Chair must be certified by the American Board of Preventive Medicine in the field of aerospace medicine. The Chair will appoint at least one astronaut physician to the MPB. Consultants and ad hoc advisors to the MPB, as well as guests, need not be physicians or full-time Federal employees, pursuant to paragraph d below. The NASA General Counsel, or designee, will act as an advisor to the MPB.
- c. Discussion may be held on medical policy matters, medical standards, or medical and health care studies. Each member of the MPB shall have the right to voice opinions and recommendations on all matters considered by the Board. The MPB Chair will formulate final MPB findings and recommendations based on all input received. Dissenting opinions will be identified in the minutes. The CHMO formulates and establishes health and medical policy.
- d. For the purpose of providing the members of the MPB an ongoing capability for consultation and advice, the following three nonmember categories are created:
 - (1) Consultants who may be invited to all proceedings of the MPB. They may be nominated by any member of the MPB and approved by the MPB Chair.
 - (2) Ad hoc advisors who shall attend MPB proceedings on an as-needed basis. Ad hoc advisors may be nominated by any member of the MPB and approved by the MPB Chair.
 - (3) Any member of the MPB may invite guests with the approval of the Chair of the MPB.
 - (4) Consultants, ad hoc advisors, and guests who are experts in their fields may be chosen from academia, other Federal agencies, the private sector, etc.
- e. The Chair appoints members to the MPB and will appoint one of the members, who is not an astronaut, as the Executive Secretary.

- f. The Executive Secretary will act as Chair of the Board during the absence of the Chair.

6.19.5.2 Aerospace Medicine Board (AMB)

- a. The Director of JSC will designate a senior JSC physician, who is not an astronaut, as the Chair of the AMB with CHMO concurrence.
- b. A minimum of four JSC physicians, named by the Chair, constitute the permanent AMB membership.
- c. All members must be physicians and full-time NASA employees. At least one member must be certified by the American Board of Preventive Medicine in the field of aerospace medicine.
- d. Each member of the AMB shall have an equal vote. The AMB Chair will formulate final findings and

recommendations based on the votes tallied. In the event of a tie, the AMB Chair will cast the deciding vote. The findings and recommendations will include the minority view, if any.

e. A physician from a NASA Center other than JSC will be appointed to the membership of the AMB when aviation medical evaluations from that NASA Center are under consideration.

f. The AMB Chair will appoint one of the voting members, who is not an astronaut, as Executive Secretary of the AMB.

g. The Executive Secretary of the AMB will act as Chair of the AMB during the absence of the Chair of the AMB.

6.19.6 MEETINGS

6.19.6.1 Quorum Requirements. The minimum number of members required to conduct MPB proceedings will consist of the Chair and a majority of the current membership. The minimum number of members required to conduct AMB proceedings will consist of the Chair and three members.

6.19.6.2 The Chairs of the MPB and AMB shall have the right, at any time, to close a session of their respective Boards. When this right is exercised, all nonmembers will be required to leave. Specifically, the Chairs are required to close a session when discussing classified or privileged information, or information involving privacy considerations or protected by the Privacy Act of 1974, as amended, 5 U.S.C. 552a.

6.19.6.3 The Chair of the MPB can designate a temporary study group to address special health and medical issues on behalf of the Boards. At least one half of the members of the study group will consist of MPB or AMB members.

6.19.6.4 Reference 6.19.4.3, Convening the Boards, for information regarding scheduling of Board meetings.

6.19.7 DURATION

This charter will remain in existence at the discretion of the Administrator.

6.19.8 ASSESSMENT

The Aerospace Medicine Board will provide an annual report of accomplishments to the Chief Health and Medical Officer for assessment of performance, and the Medical Policy Board will provide an annual report of accomplishments to the NASA Operations Council for assessment of performance.

6.19.9 RECORDS

Any individual's medical information is subject to the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and is part of the system of medical records. All regulations, laws, and controls applicable to this system of medical records extend to this report.

a. The CHMO is responsible for the maintenance of this Charter and all records associated with the MPB.

b. The MPB Executive Secretary will prepare a written report of all meetings and actions of the MPB.

c. The AMB Chair is responsible for the maintenance of all records associated with the AMB.

d. The AMB Executive Secretary will prepare a written report of all meetings and actions of the AMB.

6.19.9.1 The MPB Chair will provide recommendations to the appropriate Mission Directorate Associate Administrator or Authorized Official for review and action.

6.19.9.2 The AMB Chair will provide findings and recommendations to the MPB Chair for review within 10 working days from the AMB meeting.

6.20 NASA Intercenter Aircraft Operations Panel

6.20.1 PURPOSE

6.20.1.1 This charter establishes the Intercenter Aircraft Operations Panel (IAOP) and sets forth its functions, membership, meetings, duration, assessment, and records retention.

6.20.1.2 The IAOP is established to provide advice, counsel, and recommendations for consideration by the Administrator and/or the NASA Operations Council to assist NASA Senior Management in all aspects of aircraft operations. Additionally, it monitors and reviews NASA aviation activities, emphasizing the efficient use of related resources and operational aviation safety.

6.20.2 APPLICABILITY/SCOPE

This charter applies to NASA Headquarters and all NASA Centers, including Component Facilities.

6.20.3 AUTHORITY

- a. 42 U.S.C. 2473 (c)(1), Section 203 (c)(1) of the National Aeronautics and Space Act of 1958, as amended.
- b. NPD 7900.4, Aircraft Operations Management.

6.20.4 FUNCTIONS

The NASA IAOP will accomplish the following:

6.20.4.1 Provide advice and recommendations to the Assistant Administrator for Infrastructure and Administration and other NASA Senior Management officials concerning Agency policies and other matters related to NASA aircraft.

6.20.4.2 Conduct semiannual meetings to review status, to discuss issues, and to advise the Aircraft Management Office and the Assistant Administrator for Infrastructure and Administration concerning uniform policies and procedures related to the following matters:

- a. Aircraft operations, guidelines, and requirements.
- b. Flight crew standards, training, and proficiency.
- c. Aviation safety.
- d. Aviation medical requirements.
- e. Airworthiness, maintenance, and quality assurance.
- f. Aircraft flight readiness reviews/hazard analysis.
- g. Facilities requirements.
- h. Resources requirements, utilization, and planning.
- i. Aircraft acquisitions, dispositions, and categorization criteria.
- j. Passenger operations/additional crewmembers.
- k. Uniform reporting system.

6.20.4.3 Review and recommend procedures and methods for effective intercenter aircraft operations, including the following:

- a. The interchange of pilots and flight activities of mutual interest between or among Centers.
- b. The provision of information to NASA management about active and planned aircraft program activities, including, as required, briefings of the various missions and modes of operations existing at the Centers.

6.20.4.4 Participate in and monitor functional reviews of aircraft operations on a biennial bases at each Center with aircraft. The review teams shall, for Center review purposes, function independently of Center management.

6.20.4.5 Conduct reviews of a special nature at the request of the Assistant Administrator for Infrastructure and Administration.

6.20.4.6 Coordinate findings dealing with institutional management issues with the appropriate Mission Directorate Associate Administrator prior to publication.

6.20.5 MEMBERSHIP

The Panel is composed of NASA aircraft operations representatives from the Centers that operate NASA aircraft. The panel may invite advisors and other personnel, as necessary, to accomplish its review and oversight function. The Chairperson will be designated by the Assistant Administrator for Infrastructure and Administration for a term of 2 years. Membership is as follows:

6.20.5.1 The membership of the Panel shall include the following:

- a. ARC Chief, Flight Operations
- b. DFRC Chief, Flight Operations Division
- c. GSFC/WFF Chief, Aircraft Office
- d. JSC Chief, Aircraft Operations Division
- e. KSC Chief, Aircraft Operations Office
- f. LaRC Chief, Flight Operations and Support Division

- g. GRC Chief, Aircraft Operations Branch
- h. MSFC Manager, Air Operations
- i. SSC Aircraft Operations Representative
- j. HQ/Aircraft Management Office
- k. HQ/Staff, Aircraft Management Office (Executive Secretary)

6.20.5.2 Advisors

- a. JSC Flight Crew Operations Directorate Representative
- b. HQ/Office of Safety and Mission Assurance, Manager, Flight Safety
- c. HQ/Chief Health and Medical Officer
- d. HQ/Office of the General Counsel
- e. HQ/Office of the Chief Financial Officer

6.20.5.3 Mission Directorate Observers

- a. HQ/Space Operations Mission Directorate
- b. HQ/Aeronautics Research Mission Directorate
- c. HQ/Science Mission Directorate

6.20.5.4 The Administrator may change the membership or designate temporary members at any time. Such changes will become effective immediately and be reflected in subsequent revisions to the charter.

6.20.6 MEETINGS

The IAOP meets semiannually.

6.20.7 DURATION

The IAOP will continue until the directive that established it is canceled or amended.

6.20.8 ASSESSMENT

6.20.8.1 The IAOP shall submit written reports to the Assistant Administrator for Infrastructure and Administration detailing the results of each regular or special IAOP review of a Center within 60 days of such reviews and will provide minutes that detail accomplishments and/or recommendations resulting from each semiannual IAOP meeting within 60 days of those meetings.

6.20.8.2 The Aircraft Management Office will summarize the accomplishments of the IAOP and provide an annual report of those accomplishments to the Assistant Administrator for Infrastructure and Administration for assessment of performance.

6.20.9 RECORDS

The Aircraft Management Office is responsible for the maintenance of this charter and all other records associated with the IAOP.

6.21 NASA Space Flight Safety Panel

6.21.1 PURPOSE

6.21.1.1 This charter sets forth the authority for the NASA Space Flight Safety Panel and continues the existence of the Panel.

6.21.1.2 The NASA Space Flight Safety Panel (hereinafter referred to as the "Panel") is hereby established to advance flight safety in NASA space flight programs and activities involving space flight crews. The Administrator determined that establishment of the Panel is necessary and, in the public interest to implement the recommendations of the Report of the Presidential Commission on the Space Shuttle Challenger Accident and to promote space crew safety. The Panel reports to the Chief Safety and Mission Assurance Officer. The Panel has the authority and will be provided the support to take those actions necessary to accomplish the functions listed below.

6.21.2 APPLICABILITY/SCOPE This charter is applicable to NASA Headquarters and all NASA Centers, including Component Facilities. The scope of the Panel's purview will encompass all aspects that affect flight crew safety.

6.21.3 AUTHORITY

42 U.S.C. 2473(c)(1), Section 203(c)(1) of the National Aeronautics and Space Act of 1958, as amended.

6.21.4. FUNCTIONS

6.21.4.1 The Panel will promote NASA space flight safety for those programs involving space flight crews and advise and assist the appropriate Mission Associate Administrators in the administration of safety programs and monitoring of crew safety. The Panel accomplishes this by ensuring that safety issues and recommendations are as follows:

- a. Identified and assessed during the development and implementation of NASA space flight programs; and
- b. Addressed in subsequent technical and management decisions.

6.21.4.2 The Panel will communicate directly with the Chief Safety and Mission Assurance Officer and Mission Associate Administrators on matters pertaining to space flight safety. In this regard, the Panel will publicize its functions and actively encourage all levels of personnel, Government and contractor, to identify and eliminate hazards that could adversely affect the accomplishment of human space flight objectives.

6.21.4.3 The Panel will independently assess the NASA Space Flight Safety Program for the Chief Safety and Mission Assurance Officer. It will also conduct panel, or independent member, reviews of selected issues or concerns.

6.21.4.4 At each Directorate Level Flight Readiness Review involving human space flight, the Panel will provide the Office of Safety and Mission Assurance with an independent assessment of safety issues.

6.21.4.5 The Panel Chairperson will provide focus on all aspects of human activities affecting space flight crew safety.

6.21.4.6 The Panel will solicit and respond to space flight safety concerns.

6.21.4.7 The Panel will manage, select, and/or approve award nominees for the NASA Space Flight Safety Award, which is administered through the NASA Space Flight Awareness Program.

6.21.5 MEMBERSHIP

6.21.5.1 The Panel consists of six members appointed by the Chief Safety and Mission Assurance Officer from each of the following groups:

- a. Astronaut Corps (astronauts who have flown on NASA missions).
- b. NASA Headquarters Flight Safety Managers.
- c. Johnson Space Center Flight Directors.
- d. Johnson Space Center Space Station Members.
- e. Kennedy Space Center Launch Directors or NASA Test Directors.
- f. Marshall Space Flight Center Mission Managers.

6.21.5.2 The Panel member from the Astronaut Corps will serve as Chairperson.

6.21.5.3 Panel members, including the Chairperson, will serve for a period of at least 2 years when possible. Rotation will occur on a staggered schedule with at least a 4-month interval between the appointment of each new member.

6.21.5.4 The Chairperson is authorized to establish subgroups on an ad hoc basis for the purpose of providing detailed evaluations of particular concerns in technical areas to assist the Panel in formulating recommendations.

6.21.6 MEETINGS

The Panel will be convened as an issue needing assessment is identified, at the request of the Chief Safety and Mission Assurance Officer, or at least quarterly. Telecons will be conducted as necessary to address Panel activities and issues.

6.21.7 DURATION

The Panel will remain in existence indefinitely.

6.21.8 ASSESSMENT

The Panel will provide an annual report of accomplishments to the Chief Safety and Mission Assurance Officer for assessment of performance.

6.21.9 RECORDS

The Office of Safety and Mission Assurance is responsible for the maintenance of this charter. The Chairperson is responsible for maintaining other records associated with the NASA Space Flight Safety Panel.

6.22 NASA Incentive Awards Board

6.22.1 PURPOSE

6.22.1.1 This charter establishes the NASA Incentive Awards Board (IAB) and sets forth its functions, membership, meetings, duration, and records retention.

6.22.1.2 The IAB is established to provide advice, counsel, and recommendations for consideration and/or approval by the Administrator relating to broad policy issues and specific award cases, i.e., Agencywide honorary recognition, nominations for external awards programs, and cash awards that exceed \$7,500 for superior accomplishments.

6.22.2 APPLICABILITY/SCOPE

This charter applies to NASA Headquarters and all NASA Centers, including Component Facilities.

6.22.3 AUTHORITY

- a. 5 U.S.C. 4501 et seq.
- b. 42 U.S.C. 2458, Section 306 of the National Aeronautics and Space Act of 1958, as amended.
- c. 5 CFR Part 451.
- d. Executive Order 11438, dated December 3, 1968.

6.22.4 FUNCTIONS

- 6.22.4.1 Advises the Administrator on policy issues and specific honor awards cases.
- 6.22.4.2 Reviews the Agency honor awards and recognition processes for integrity, consistency, and anomalies.
- 6.22.4.3 Designates the chair of the expert panels that review award nominations in such areas as scientific and engineering achievement and equal employment opportunity.
- 6.22.4.4 Provides Centers an opportunity to reclama to the Board any nomination for a NASA honor award when the Board has determined the nomination will not be recommend to the Administrator.
- 6.22.4.5 Analyzes Agency honor award nominations statistics and forwards an annual report to the Administrator.

6.22.5 MEMBERSHIP

- 6.22.5.1 The membership of the IAB includes the following:
 - a. Associate Administrator for Institutions and Management, Chairperson
 - b. Assistant Administrator for Human Capital Management, Vice Chairperson
 - c. Assistant Administrator for Infrastructure and Administration
 - d. Assistant Administrator for Diversity and Equal Opportunity
 - e. General Counsel
 - f. Associate Administrator for Space Operations Mission Directorate
 - g. Chief Safety and Mission Assurance Officer
 - h. Associate Administrator for Aeronautics Research Mission Directorate
 - i. Associate Administrator for Science Mission Directorate
 - j. Associate Administrator for Exploration Systems Mission Directorate
 - k. Director, Personnel Division, Office of Human Capital Management, Executive Secretary
- 6.22.5.2 Additional members may be appointed on an ad hoc basis at the Chair's discretion to augment the IAB composition. The IAB may appoint special technical advisors and/or panels comprised of NASA officials or employees to advise in the review of nominations for awards.

6.22.6 MEETINGS

The IAB shall meet at the call of the Chair.

6.22.7 DURATION

The IAB will remain in existence at the discretion of the Chair.

6.22.8 ASSESSMENT

The IAB will provide an annual report of accomplishments to the Administrator for assessment of performance.

6.22.9 RECORDS

The Office of Human Capital Management, Personnel Office, is responsible for the maintenance of this charter and all other records associated with the IAB.

6.23 Executive Resources Board

6.23.1 PURPOSE

6.23.1.1 This charter establishes the NASA Executive Resources Board (ERB) and sets forth its functions and membership.

6.23.1.2 The ERB is established to provide advice, counsel, and recommendations for consideration by the Administrator relating to the management of executive human resources in NASA, including executive personnel policy, planning, utilization, and development.

6.23.2 APPLICABILITY/SCOPE

This charter applies to NASA Headquarters, except the Office of the Inspector General, and all NASA Centers, including Component Facilities.

6.23.3 AUTHORITY

- a. 5 U.S.C. 3393(b); and
- b. 5 CFR 317.501 and 412.104(d).

6.23.4 FUNCTIONS

6.23.4.1 Advises the Administrator on Senior Executive Service (SES) personnel management policy, executive utilization, and executive development.

6.23.4.2 Conducts, through ad hoc Executive Resources Panels, the NASA SES merit staffing process for career entry into the SES.

6.23.4.3 Selects participants for the NASA SES Candidate Development Program and approves the development plan for each participant.

6.23.5 MEMBERSHIP

6.23.5.1 The membership of the ERB includes the following:

- a. Assistant Administrator for Human Capital Management, Chairperson.
 - b. Assistant Administrator for Diversity and Equal Opportunity.
 - c. General Counsel.
 - d. Four additional members from NASA Centers and Headquarters appointed by the Associate Administrator for Institutions and Management to serve 3-year terms.
- 6.23.5.2 The Associate Administrator for Institutions and Management may change the membership or designate temporary members at any time. Such changes will become effective immediately and be reflected in subsequent revisions to the charter.

6.23.6 MEETINGS

Meetings are held at the call of the Chair.

6.23.7 DURATION

The ERB will remain in existence at the discretion of the Chair

6.23.8 ASSESSMENT

The ERB will provide a biennial report of accomplishments to the Administrator for assessment of performance.

6.23.9 RECORDS

The NASA Personnel Division, Office of Human Capital Management, is responsible for the maintenance of this charter and all other records associated with the ERB.

6.24 NASA Senior Executive Committee

6.24.1 PURPOSE

6.24.1.1 This charter establishes the NASA Senior Executive Committee (SEC) and sets forth its functions and membership.

6.24.1.2 The SEC is established to provide advice, counsel, and recommendations for consideration by the Administrator relating to the performance of executives including performance ratings and bonuses.

6.24.2 APPLICABILITY/SCOPE

This chapter applies to NASA Headquarters, except the Office of the Inspector General, and all NASA Centers, including Component Facilities.

6.24.3 AUTHORITY

5 U.S.C. 4314(c) and 5 CFR 430.307.

6.24.4 FUNCTIONS

6.24.4.1 Recommends to the Administrator annual performance ratings and performance bonuses for members of the NASA Senior Executive Service (SES).

6.24.4.2 Recommends to the Administrator annual performance bonuses for incumbents of Senior Scientific and Technical (ST) and Senior Level (SL) positions.

6.24.4.3 Serves as the Performance Review Board (PRB) for members of the SES assigned to the Office of the Administrator, Officials-in-Charge of Headquarters Offices, NASA Center Directors, and members of the NASA Performance Review Board.

6.24.5 MEMBERSHIP

6.24.5.1 The membership of the SEC includes the following:

- a. Associate Administrator for Institutions and Management, Chairperson
- b. Associate Administrator for Aeronautics Research Mission Directorate
- c. Associate Deputy Administrator for Systems Integration
- d. Assistant Administrator for Human Capital Management
- e. Senior Advisor for Executive Resources, Office of Human Capital Management, Executive Secretary

6.24.5.2 The Associate Administrator for Institutions and Management may change the membership or designate temporary members at any time. Such changes will become effective immediately and be reflected in subsequent revisions to the charter.

6.24.6 MEETINGS Meetings are held at the call of the Chair as required.

6.24.7 DURATION

The SEC will remain in existence at the discretion of the Chair.

6.24.8 ASSESSMENT

The SEC will provide an annual report of accomplishments to the Administrator for assessment of performance.

6.24.9 RECORDS

The NASA Personnel Division, Office of Human Capital Management, is responsible for the maintenance of this charter and all other records associated with the SEC.

6.25 NASA Inventions and Contributions Board

The Inventions and Contributions Board (ICB) was chartered by Congress in Public Law 85-568, the National Aeronautics and Space Act of 1958, as amended, and is governed by the provisions in that statute and in certain Federal Regulations. The Space Act places the ICB in NASA to provide recommendations for waiving property

rights in inventions and for monetary awards to any person making a significant scientific or technical contribution to the conduct of aeronautical and space activities.

6.25.2 APPLICABILITY/SCOPE

6.25.2.1 This charter applies to NASA Headquarters and NASA Centers, including Component Facilities.

6.25.2.2 The scope of the Board encompasses all activities conducted by NASA. These include robotic and human exploration and observation and study of the universe and our solar system, including planet Earth, aeronautics, and development of all required capabilities and technologies.

6.25.3 AUTHORITY

The Inventions and Contributions Board (ICB) (established 1958) is chartered in Sections 305 and 306 of the National Aeronautics and Space Act of 1958 [Space Act], as amended, 42 U.S.C. Sections 2457 and 2458.

6.25.4 FUNCTIONS

6.25.4.1 Under the authority of 42 U.S.C. 2457(f) and pursuant to 14 CFR part 1245 subpart 1, the Board will receive and evaluate petitions for waiver of rights of the United States to inventions, accord each interested party an opportunity for a hearing, and transmit to the Administrator its findings of fact regarding petitions and its recommendations for action to be taken with respect thereto.

6.25.4.2 Under the authority of 42 U.S.C. 2458 and pursuant to 14 CFR part 1240, the Board will receive and evaluate each application for award for any scientific or technical contribution to the Administration which is determined to have significant value in the conduct of aeronautical and space activities, will accord each an opportunity for a hearing upon such application, and will then transmit to the Administrator its recommendation as to the amount of the monetary award and the terms of the award, if any, to be made for such contribution.

6.25.4.3 Utilizing the Board's unique incentives for the development and reporting of new technologies and the substantial knowledge the Board gains from the awards, the Board will disseminate information on these technologies throughout the Administration to encourage further utilization across NASA missions and programs with a special emphasis on the Vision for Space Exploration.

6.25.5 MEMBERSHIP

6.25.5.1 Under the authority of 42 U.S.C. 2457(f) and pursuant to 14 CFR part 1209 subpart 4, the Board shall consist of a full-time chairperson and at least six members appointed from within NASA. The Chief Engineer has been designated the Chairperson of the Board and is directly responsible to the Administrator.

6.25.5.2 Under the authority of 42 U.S.C. 2457(f) and pursuant to 14 CFR part 1209 subpart 4, a staff is established to assist the Board in discharging its functions and responsibilities. A full-time Director as a nonvoting member of the Board will direct the activities of the staff and will report to the Chairperson of the Board.

6.25.6 MEETINGS

The Board meets six times a year, once every other month and as necessary for emergent, time critical matters.

6.25.7 DURATION

The Board will remain in existence indefinitely.

6.25.8 ASSESSMENT

The Board provides an annual report of accomplishments to the Administrator.

6.25.9 RECORDS

The NASA Chief Engineer is responsible for the maintenance of all records associated with the Board.

6.26 Chief Information Officer Board

6.26.1 PURPOSE

This charter establishes the NASA Chief Information Officer (CIO) Board and sets forth its functions, membership, meetings, duration, assessment, and records disposition.

6.26.2 APPLICABILITY/SCOPE

This charter is applicable to NASA Headquarters and NASA Centers, including Component Facilities, and to the Jet Propulsion Laboratory where specified in its contract.

6.26.3 AUTHORITY

- a. 42 U.S.C. 2473(c)(1), Section 203 (c)(1) of the National Aeronautics and Space Act of 1958, as amended.
- b. 40 U.S.C. 1401 et seq., Section 808 of P.L. 104-208, the Clinger-Cohen Act of 1996 [renaming in pertinent part the Information Technology Management Reform Act (ITRMA), Division E of P.L. 104-106].
- c. NPD and NPR 2800.1, Managing Information Technology.

6.26.4 FUNCTIONS The CIO Board shall serve as an advisor to the NASA Chief Information Officer to:

- a. Provide recommendations for ensuring that Agency IT contributes to and supports Agency missions, goals, and objectives and for promoting the use of IT by the Agency to improve the productivity, efficiency, and effectiveness of Agency programs.
- b. Evaluate and provide recommendations on Agency-level, multiprogram, or multiproject IT plans, support, services, architectures, policies, procedures, standards, guidelines, and practices to ensure alignment with Federal and Agency requirements and directions.
- c. Support the NASA CIO in the planning, acquisition, review, and evaluation of NASA's IT investments and in ensuring their alignment with the Agency's Enterprise Architecture (EA) and Capital Planning and Investment Control (CPIC) process.

6.26.5 MEMBERSHIP

The CIO Board is chaired by the NASA CIO. The Board's membership includes all Mission Directorate and Center CIOs. Invited representatives from other NASA offices that are involved in Agency matters pertaining to IT may attend CIO Board meetings as ex officio members.

6.26.6 MEETINGS

Meetings will be held weekly via teleconference. In addition to the teleconferences, face-to-face meetings of the CIO Board are held on a quarterly basis or at the discretion of the NASA CIO.

6.26.7 DURATION

The CIO Board charter will be reviewed every 2 years.

6.26.8 ASSESSMENT

The CIO Board will provide an annual report of accomplishments to the NASA Operations Council for assessment of performance.

6.26.9 RECORDS

The Office of the CIO will collect, maintain, retain, and dispose of records that document CIO Board meetings.

6.28 Environmental and Energy Management Board

6.28.1 PURPOSE

6.28.1.1 This charter establishes the Environmental and Energy Management Board (EEMB) and sets forth its functions, membership, meetings, duration, assessment, and records retention.

6.28.1.2 The EEMB is established for the purpose of providing leadership in ensuring that NASA fulfills its mission in an environmentally sustainable manner consistent with its vision, values, and federal stewardship responsibilities.

6.28.1.3 The EEMB objective is to ensure coordination and support of Agencywide management regarding significant environmental policy and management issues. The EEMB advises the NASA Operations Council on matters requiring significant Agencywide capital investments or investment policy to achieve or sustain environmental compliance and for the prevention, control, and abatement of environmental pollution.

6.28.2 APPLICABILITY/SCOPE

This charter applies to NASA Headquarters and NASA Centers, including Component Facilities.

6.28.3 AUTHORITY

- a. 42 U.S.C. 2473(c) (1), Section 203(c) (1) of the National Aeronautics and Space Act of 1958, as amended; and
- b. NPD 8500.1, NASA Environmental Management

6.28.4 FUNCTIONS

6.28.4.1 Providing the primary forum for identifying and addressing environmental and energy policies, priorities, practices, and issues across Agency and Mission Directorate activities.

6.28.4.2 Recommending to the Agency, through the NASA Operations Council, environmental and energy initiatives deemed beneficial and value added to NASA missions.

6.28.4.3 Developing consensus Agency positions on environmental and energy issues and resource levels for advocacy to the NASA Operations Council.

6.28.4.4 Sponsoring or conducting independent technical reviews of environmental and energy aspects of NASA programs and activities.

6.28.4.5 Chartering supporting panels for research and implementation of environmental and energy programs, issues, and initiatives. These panels shall include the Environmental Management Panel, the Energy Efficiency Panel, and other panels as deemed necessary by the EEMB. Charters for supporting panels shall be maintained as EEMB records. Voting membership of such panels shall be limited to full time or permanent part time Federal employees.

6.28.5 MEMBERSHIP

6.28.5.1 Assistant Administrator for Infrastructure and Administration, Chairperson.

6.28.5.2 Headquarters voting members include each Mission Directorate Deputy Associate Administrator.

6.28.5.3 Center and Component Facility voting members include the principal management official responsible for environmental management and compliance activities.

6.28.5.4 Agency Energy Managers, Safety Managers, Occupational Health Managers, and the NASA Headquarters Facilities Engineering and Real Property Division will serve as nonvoting consultants.

6.28.5.5 The General Counsel, or designee, will serve as a nonvoting legal adviser.

6.28.5.6 The NASA Headquarters Director of Environmental Management will serve as the EEMB Executive Secretary.

6.28.5.7 The Assistant Administrator for Infrastructure and Administration may change the membership or designate temporary members at anytime. Such changes will become effective immediately and be reflected in subsequent revisions to the charter.

6.28.6 MEETINGS

The Chairperson is responsible for preparing the EEMB's schedules and meeting agendas. Meetings will be held as needed, but not less than annually.

6.28.7 DURATION

The EEMB will remain in existence at the discretion of the Assistant Administrator for Infrastructure and Administration.

6.28.8 ASSESSMENT

The Environmental and Energy Management Board will provide an annual report of accomplishments to the NASA Operations Council for assessment of performance.

6.28.9 RECORDS

The Chairperson is responsible for the maintenance of this charter and all other records associated with the EEMB. The Chairperson shall be responsible for preparing agendas and tracking actions to closure.

6.31 Health and Safety Board

6.31.1 PURPOSE

6.31.1.1 This charter establishes the Health and Safety Board (HSB) and sets forth its functions, membership, meetings, duration, assessment, and records retention.

6.31.1.2 The HSB serves as a forum to address critical occupational health and safety concerns relating to the NASA workforce in all environments (ground, air, and space) and involves the relationship between humans, systems, and the environment. The HSB reviews clinical, health maintenance, and environmental health evidence in support of improving the Agency's health and safety policies and procedures and identifies knowledge gaps and the adequacy of tools to maintain a workforce at its highest level of physical and mental well-being.

6.31.2 APPLICABILITY/SCOPE

This charter applies to NASA Headquarters and NASA Centers, including Component Facilities. The scope of the HSB's functional and strategic leadership role is Agencywide.

6.31.3 AUTHORITY

42 U.S.C. 2473 (c)(1), Section 203 (c) (1) of the National Aeronautics and Space Act of 1958, as amended.

6.31.4 FUNCTIONS

6.31.4.1 Develop and provide advice, counsel, and recommendations on all occupational health and safety matters relating to the Agency's needs and investments in employee health for consideration by the NASA Strategic Planning Council and the NASA Operations Council.

6.31.4.2 Provide a continuing forum for developing and reviewing all Agency health and medical policies, protocols, and procedures.

6.31.4.3 Evaluate and review occupational health assessments, developing recommendations for continuous improvement for Agencywide programs that include the following areas:

- a. Health policies, standards, and processes.
- b. Risk management.
- c. Medical quality assurance and program content.
- d. Human systems and the environment (space and ground).
- e. Health program practices.
- f. Integrated health and safety strategic planning.
- g. Coordinated health, medical, and safety activities, including external reviews.
- h. Balanced internal and external Agency health and safety activities.
- i. Public communication of NASA's health programs.

6.31.4.4 Evaluate and develop recommendations on specific health and safety program concerns at the request of the Administrator, Chief Health and Medical Officer, Chief Engineer, Chief Scientist, Chief Safety and Mission Assurance Officer, Strategic Planning Council, or NASA Operations Council.

6.31.5 MEMBERSHIP

6.31.5.1 Members of the HCB must be NASA employees.

6.31.5.2 The Chief Health and Medical Officer shall chair the HSB. In that person's absence, the CHMO's Management and Operations Deputy will serve as the Chair.

6.31.5.3 The active membership of the HSB shall include the following:

- a. Director, Personnel Division, Office of Human Capital Management.
- b. Director, Facilities Engineering Division, Office of Infrastructure and Administration.
- c. Deputy Associate Administrator for Crew Health and Safety, Space Operations Mission Directorate.
- d. Deputy Chief Safety and Mission Assurance Officer.
- e. Deputy Associate Administrator, Aeronautics Research Mission Directorate.
- f. Deputy Associate Administrator, Science Mission Directorate.
- g. Deputy Associate Administrator, Exploration Systems Mission Directorate.
- h. Assistant Administrator for Security and Program Protection.

6.31.5.4 Advisory members are required to be in attendance when specifically requested. The advisory membership of the HSB shall include the following:

- a. Occupational and Environmental Health Officers? Technical Representative at each NASA Center, Component Facility, and JPL.*
- b. Safety Director at each NASA Center, Component Facility, and JPL.*
- c. Deputy Chief Financial Officer for Resources (Comptroller) or senior designee.
- d. Senior Designee from Office of Diversity and Equal Opportunity.
- e. General Counsel or senior designee.

f. Senior Designee from Office of External Relations.

* The JPL representatives are invited to participate as nonvoting advisory members who may provide advice and recommendations to the Board but who do not have deliberative or consensus-building authority.

6.31.5.5 The HSB will have a standing subcommittee to address critical cross-cutting Agency concerns mutually impacting safety, health, and the environment. The subcommittee shall report directly to the Chair and will be comprised of the Director, Occupational Health Programs, Office of the Chief Health and Medical Officer; the Director, Environmental Management Division, Office of Infrastructure and Administration; and the Director, Safety and Assurance Requirements Division, Office of the Chief Safety and Mission Assurance Officer.

6.31.5.6 Ad hoc committees may be formed and called to order at any time to address a specific topic and shall be in existence until cancelled by the Chairperson.

6.31.6 MEETINGS

The HSB shall meet at the call of the Chairperson as necessary, but at least twice annually. The HSB subcommittee may meet more frequently, and on an ad hoc basis, as needed. The Chair shall ensure all meeting preparations are complete and that follow up actions are closed. All active members shall attend and participate in scheduled meetings.

6.31.7 DURATION

The HSB will remain in existence at the discretion of the Chief Health and Medical Officer and/or the Administrator.

6.31.8 ASSESSMENT The Health and Safety Board will provide an annual report of accomplishments to the Chief Health and Medical Officer for assessment of performance.

6.31.9 RECORDS

The Special Assistant for Medical Quality Assurance, Office of the Chief Health and Medical Officer serves as the Executive Secretary and is responsible for the maintenance of this charter and all other records associated with the HSB.

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